

**CONFIDENTIAL**

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**SECRET**

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Management Staff - Regulations Control Staff

1 month

1. Study and familiarization with Regulations Control System.
2. Study and familiarization with key regulations.
3. Work assignments in tasks such as editing, filing, analysis, distribution, surveys, coordination.

Management Staff - O&M Staff

1 month

1. Familiarization with methodology of organization and procedures analyses.
2. Work assignment with survey team in tasks such as work methods and procedures analysis.

Management Staff - Records Management Staff

1 week

1. Familiarization with objectives and methods of forms and records control.

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